World Climate Research Programme
JOINT SCIENTIFIC COMMITTEE (JSC)
41st Session
Videoconference, 18-22nd May

GoToMeeting Guide

1) Join the JSC 41 videoconference

For the JSC 41 online meeting, we will use the GoToMeeting Platform. Below are detailed instructions on how to join and participate in the JSC 41 meeting.
You can also watch the GoToMeeting Youtube video explaining how to join https://youtu.be/95dRdnMMgbQ

Click on the link sent by the WCRP Secretariat.
(only one link for the whole JSC meeting)
If you have not used this system before, we suggest logging on before the meeting - a small plugin will need to be downloaded from the web and installed on your computer the first time you use it (after that you should not need to reinstall the plug in).

2) Set up your audio and camera

When you first join, you'll be prompted to choose which audio method and camera you'd like to use and how you'll appear in the meeting upon launch. Click the Settings icon to switch audio modes or devices.

- Select **Computer** to use your computer's mic and speakers.
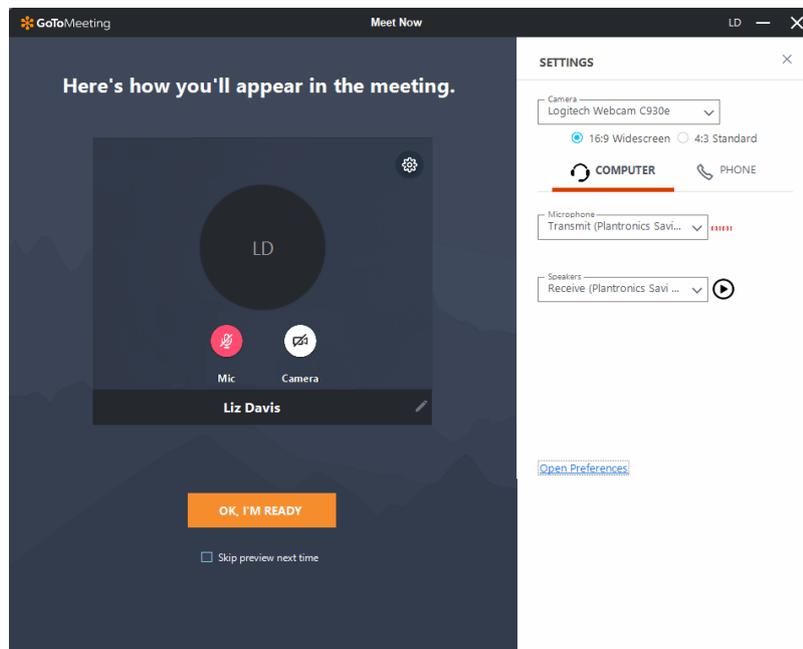
- Select **Phone** to use your telephone to dial in to the audio conference.
  - On the Audio tab, select **Phone call**.
  - Use the drop-down menu to select which country you want to see phone numbers for.

- Use your telephone to dial the desired phone number, then enter the 9-digit access code when prompted.
- Be sure to enter the Audio PIN to link your phone call with the session. If you don't, you'll need to manage your audio using the keypad on your phone. By using the Audio PIN, the audio from your phone and the video/screen from your laptop are now linked.
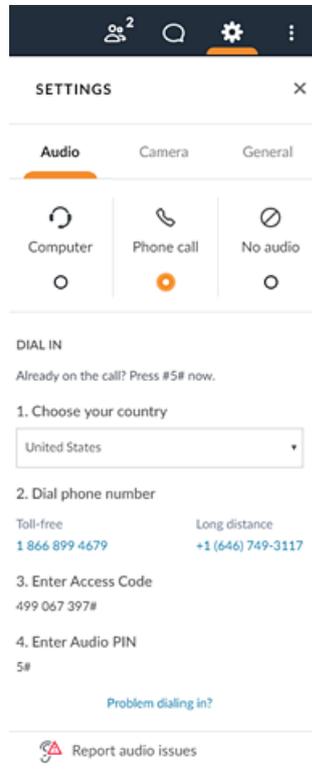
You will then be asked to enter your name and email address.

If you want to dial in using only your phone and not your computer at all, you can call the phone number for your country (sent by the WCRP Secretariat), enter the access code, and press '#' twice (you won't have an audio PIN).

3) Mute & unmute

Control your audio feed using the **Audio icon** at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio or a Phone icon for phone call audio. You can also switch between Computer and Phone audio if needed by opening the Settings paneL in the Control Panel.

If you are muted, click the red **Audio icon** so that it glows green.
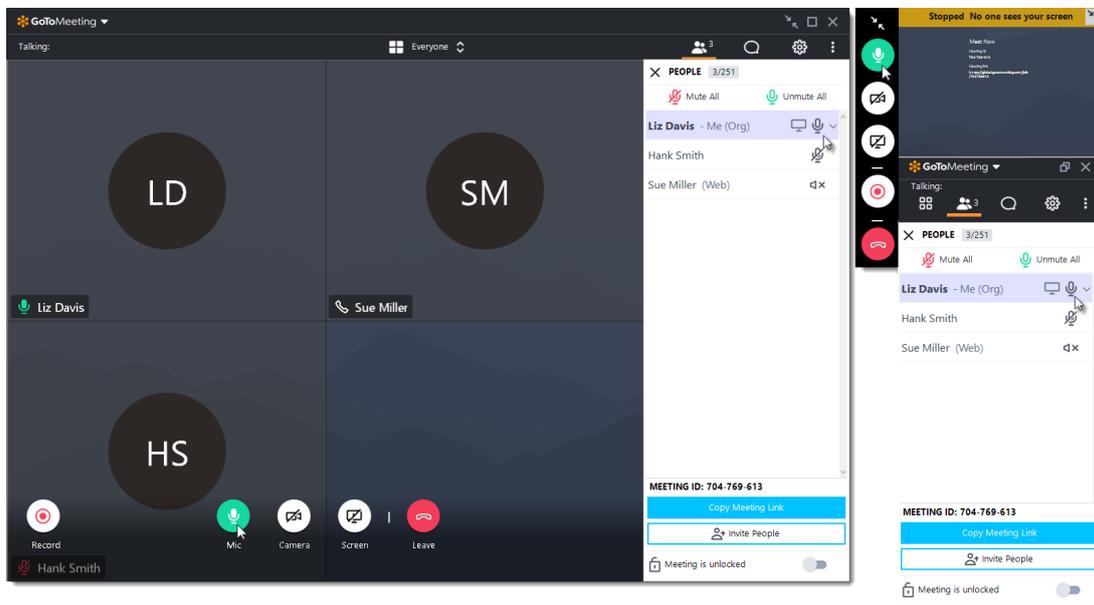
Audio Controls and Quality

All participants should stay muted unless invited to intervene or present by the JSC Chair and Vice-Chair. **We recommend using individual headsets to participate in the meeting**. This will provide you, and other participants, with the clearest voice quality and the least noise.

Note: if a speaker or presenter becomes completely unintelligible or experiences major degradation of sound quality, the JPS will immediately mute them, and the meeting will move on. The speaker or presenter should then seek technical assistance by reaching out to Gwen Hamon in the chatbox or at ghamon@wmo.int.

Note: if the line is noisy during the call, the JPS will mute all callers.

4) Share your camera

To keep bandwidth requirements low, video will **not be used**. Please **do not** share your camera. If you need to, you can start and stop sharing your camera using the **Camera icon** in the Viewer or Control Panel. To preview your camera , click the **Settings** icon. You will instantly see a preview of your camera feed.
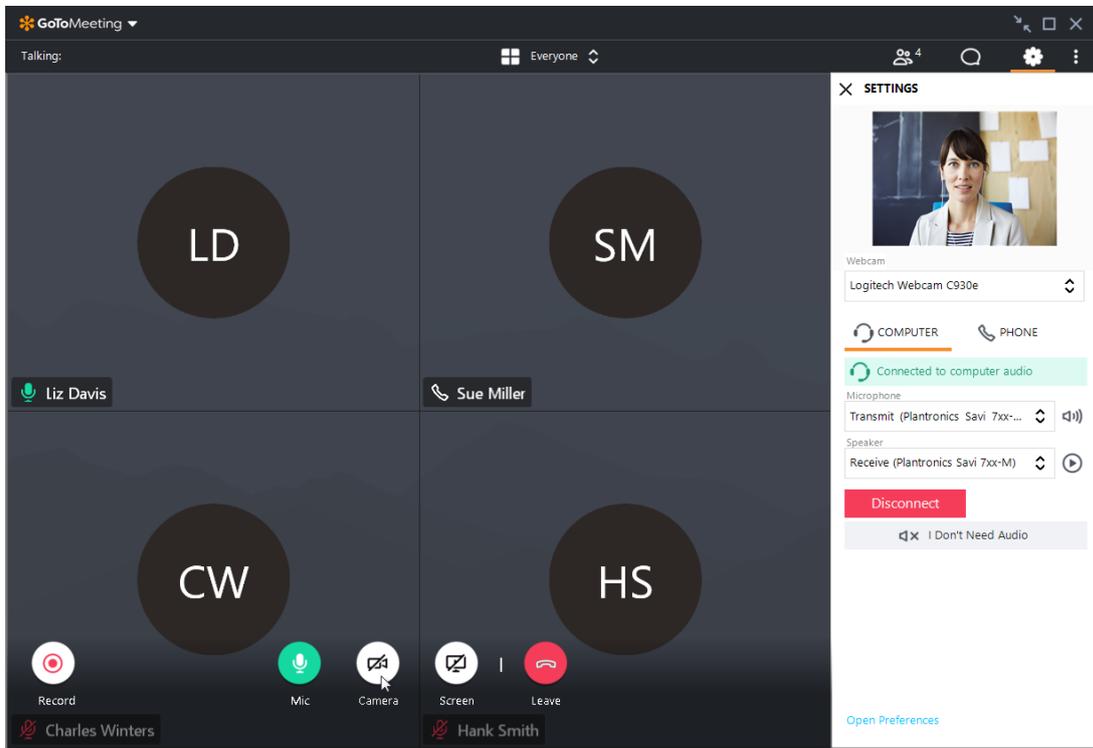
5) Share your screen

If the JPS grants you presenter permissions, then you can share your screen or even a specific application with the JSC attendees. Use the **Screen** icon in your Control Panel or Grab Tab to quickly start and stop sharing the screen of your main monitor once you have presenter controls.

Open the **Screen tab** to see additional options:

- Use the **Share something else** drop-down menu to share a different monitor or even a specific application.
- Use the **Pause sharing** button to pause screen sharing.

Note: You will not see the presenter controls in your Screen panel unless you are made the presenter by the JPS or the current presenter. Once you are made presenter, the additional presenter controls will appear in your Control Panel.
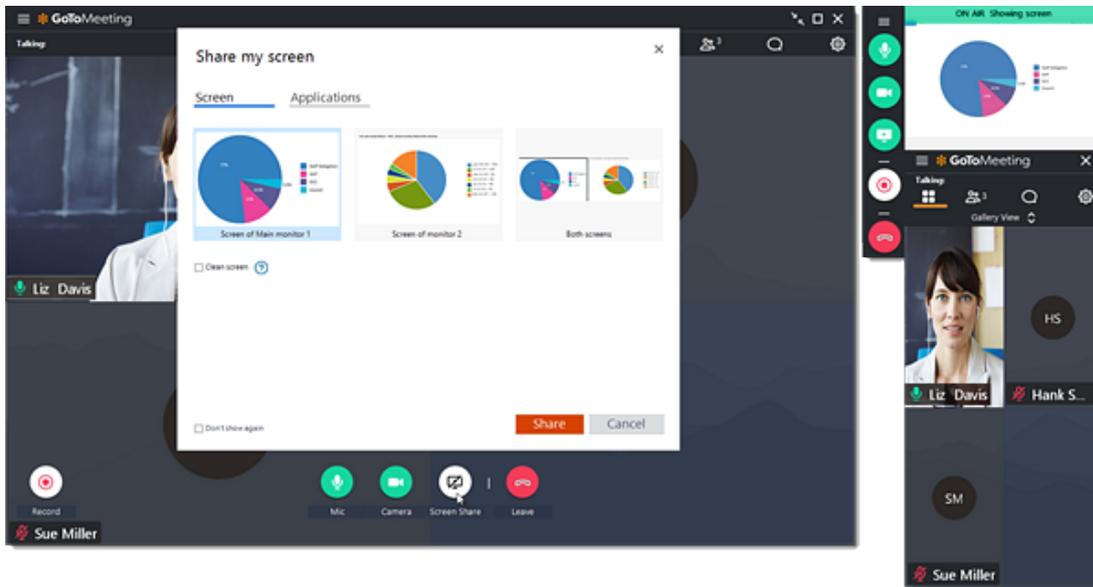
6) Chat with others

The Viewer and Control Panel includes a Chat panel where you can exchange messages with other participants. You'll be notified if you receive a chat and your Chat panel is minimized. Use the **Send To** drop-down menu to select your recipients:

- **Everyone** - Send a message to all meeting attendees
- **Organizer(s) only** - Send a message only to the GoToMeeting organizer (Gwen Hamon)
- **Specific attendee** - Send a private message to just that person.
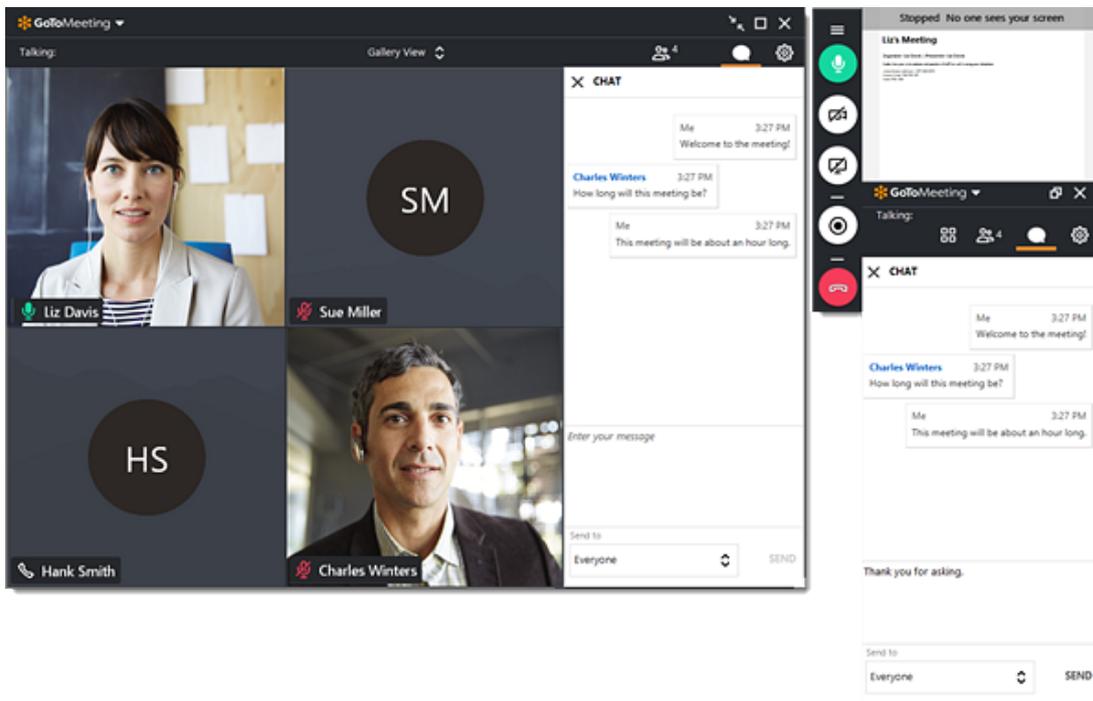
7) Minimize to Grab Tab

To save valuable space on your computer screen when you're screen sharing, you can collapse the full Control Panel into a small Grab Tab that will automatically "cling" to the sides of your screen. Use the Arrow icons to collapse and expand the Control Panel.

- Retain easy access to the **Audio**, **Screen**, and **Camera** icons.

- Get chat notifications when messages come in.
- Move the Grab Tab around your screen using the Slider icon.